

# **TOWN OF EAST WINDSOR**

## **JOB DESCRIPTION**

**DEPARTMENT:** PUBLIC WORKS

**TITLE:** MAINTAINER/MECHANIC

**SUPERVISED BY:** DIRECTOR OF PUBLIC WORKS

**POSITION GOAL:** Under the supervision of the Working Foreman and/or Director of Public Works, performs skilled work in the repair, overhaul, maintenance and operating of trucks (diesel and gasoline powered), Town vehicles, heavy and light equipment, small engines and related mechanical equipment. Responsible for the safe and efficient operation of equipment requiring a CDL motor vehicle operator's license. Work includes mechanics' duties and equipment operations and maintenance duties to diagnose troubleshoot, and repair said vehicles and equipment, as well as, plowing and sanding of roads and general maintenance work in the construction, repair and maintenance of Town roads.

### **ESSENTIAL FUNCTIONS:**

- Plans, organizes, and performs repair work and assures that repairs are properly completed; following standard safety procedures and regulations.
- Performs mechanical work in maintenance, overhaul and repair of motor vehicles, gasoline and diesel motors, trucks, vans, mowers, tractors and other heavy construction and maintenance equipment.
- Repairs and/or rebuilds hydraulic lines and cylinders, clutches, transmission housings, cylinder block, rear ends, etc., using welding and fabrication equipment.
- Builds and repairs toolboxes, seats, stake body parts, side and tail gates.
- Responds to emergency road calls from disabled Town vehicles and equipment and takes appropriate action.
- Orders replacement parts and submits bills for payment.
- Maintains work time, material and repair records; assures that equipment in garage is kept in safe working order.
- Assists in repairing plows and frames and completing other maintenance assignments.
- Must be available to respond to emergency calls on a 24-hour basis for emergency vehicle repair and maintenance, etc.
- Performs flag person duties on major road or construction jobs.
- Operates equipment and participates in the emergency snow removal plan of the Town, including dump trucks, pay loader, backhoe, etc.
- Operates power equipment and hand tools to mow, blow snow, cut and remove brush, trees, etc.
- Performs manual work in laying of pipes, patching or resurfacing roads and related construction or maintenance work, shoveling materials, etc.
- Performs any other work as assigned by the Working Foreman or the Director of Public Works.

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### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge in the operation, repair and maintenance of trucks (diesel and gas powered), motor vehicles, light and heavy equipment and other mechanical equipment.
- Considerable knowledge of the practices, equipment and tools utilized in the mechanics' trade.
- Considerable knowledge of the operation of gasoline and diesel engines.
- Knowledge of hydraulic and electrical system, airbrake systems, diagnostic equipment, fabrication and welding.
- Ability to read, understand and implement instructions from maintenance manuals.
- Knowledge, experience and capability to perform auto body, fender and paint work.
- Skill in welding and fabrication, and in the use and care of skilled mechanic's tools and equipment.
- Skill in the operation of highway equipment, including dump trucks, mowers, backhoe, sweepers, pay loader, etc. for troubleshooting, diagnostics and repair of said vehicles.
- Ability to maintain a parts and supplies inventory.
- Ability to make repairs and adjustments and to service automotive equipment.
- Ability to understand and carry out oral and written instructions from all department heads that are responsible for their department's vehicles and equipment.
- Ability to work independently.

### REQUIRED EQUIPMENT OPERATION:

- Drives a truck and snow plow; operates a backhoe, pay loader, mower, tractor, sweeper; proficient in the use of welders, torches, crane lifts, automotive equipment, chain saw, cut-off saw, circular saw, portable generator, compressor, drill press and various other electric and gas powered hand tools.

### REQUIRED PHYSICAL EFFORT:

- Must be able to lift and carry tires, rims, brake drums, clutch assemblies, radiators, batteries, utilizing lifts and other equipment when necessary. Must be able to work for extended periods of time standing under vehicles on lifts, leaning over vehicle fenders, lying on backside on creeper or in crouching positions; uses torches and welding equipment. Possesses sufficient agility to perform strenuous physical work under adverse weather conditions. Considerable physical effort required for lifting, carrying, walking, standing, climbing while performing equipment operations, road and storm drainage maintenance, and inspection duties. Considerable driving may be required to carry out duties. Exposed to hazardous conditions and inclement weather during routine work and in general emergencies. Some stress in public contact.

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### REQUIRED QUALIFICATIONS (MINIMUM):

- Graduation from high school or vocational school, supplemented by skilled diesel and automotive trades training plus 2-3 years of related experience in mechanical maintenance repair, or equivalent combination of education, training and experience.

### SPECIAL REQUIREMENTS:

- Must possess a Connecticut CDL, Class B motor vehicle driver's license or greater.

### NOTE:

- The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.